

AIR QUALITY OPERATING PERMIT APPLICATION CHECKLIST



Prepared for:

Air Quality Permitted Facilities

By:

Idaho Division of Environmental Quality
Air Quality Permitting Bureau
Operating Permits Section

COMPLETENESS DETERMINATION CHECKLIST **AND APPLICATION INDEX**









Company Name _____

Location _____

Project _____

Reviewer _____ **Date** _____

The attached forms have been provided as a checklist and application index to ensure all the required information have been included with the air pollution source permit application. These forms shall be submitted along with the application. These checklist/index forms include the following elements of the permit application:

-  **Application Forms**
-  **Source Descriptions**
-  **Source Flow Diagrams**
-  **Plot Plans**
-  **Emission Estimate References and Documentation**
-  **Excess Emission Documentation**
-  **Ambient Air Impact Analysis**
-  **Compliance Certification Plan**

Each page of the permit application shall be numbered so that each page can be referenced individually. This will allow these checklist forms to act as the permit application table of contents.

APPLICATION FORMS

<u>SECTION</u>	<u>SOURCE</u>	<u>PAGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	<u>YES</u>	<u>NO</u>
☞ Is the application signed and dated?	_____	_____
☞ Are all the forms adequately completed?	_____	_____





SOURCE DESCRIPTIONS

SOURCE

PAGE

YES

NO

 Are the existing facilities described?	_____	_____
 Are the modifications or new facilities described?	_____	_____
 Are all applicable processes, materials, ventilation, and controls described?	_____	_____
 Are all equipment referenced by specific ID name or number?	_____	_____

SOURCE FLOW DIAGRAMS

[illegible]

	<u>YES</u>	<u>NO</u>
☞ Are included?	_____	_____
☞ Shows entire existing facility?	_____	_____
☞ Shows entire future facility?	_____	_____
☞ Shows each process separately (if needed)?	_____	_____
☞ Details storage, roads, transfers, and processing?	_____	_____
☞ Labeling is adequate (processes and stacks identified, flowrates, and process rates shown)?	_____	_____

PLOT PLANS

SOURCE

PAGE

	<u>YES</u>	<u>NO</u>
☞ Is included?	_____	_____
☞ Shows location coordinates?	_____	_____
☞ Shows plant boundaries?	_____	_____
☞ Shows neighboring ownership and facilities?	_____	_____
☞ Shows topography?	_____	_____
☞ Scale shown or distances adequately labeled?	_____	_____
☞ Shows all buildings, equipment, storage, and roads?	_____	_____
☞ Is adequate for both existing and future or includes both?	_____	_____

EMISSION ESTIMATE REFERENCES AND DOCUMENTATION

<u>SOURCE</u>	<u>PAGE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

	<u>YES</u>	<u>NO</u>
<input type="checkbox"/> All fugitive and point sources listed?	_____	_____
<input type="checkbox"/> All pollutants addressed?	_____	_____
<input type="checkbox"/> Process documentation and specs included?	_____	_____
<input type="checkbox"/> Control equipment documentation and specs included?	_____	_____
<input type="checkbox"/> Emission factors documented and referenced?	_____	_____
<input type="checkbox"/> Calculations and assumptions shown?	_____	_____
<input type="checkbox"/> Source tests referenced (test includes processing and control device test conditions)?	_____	_____

EXCESS EMISSION DOCUMENTATION

SOURCE

PAGE

	<u>YES</u>	<u>NO</u>
<input type="checkbox"/> All three types of excess emissions (startup, shutdown, and scheduled maintenance) covered for each source?	_____	_____
<input type="checkbox"/> Calculations and documentation included?	_____	_____
<input type="checkbox"/> Expected frequencies of excess emissions noted?	_____	_____
<input type="checkbox"/> Justification for amounts and frequencies of excess emissions?	_____	_____
<input type="checkbox"/> Procedures for minimizing excess emissions covered?	_____	_____

AMBIENT AIR IMPACT ANALYSIS

PROJECT

PAGE

Existing ambient air quality discussion including attainment status and classification of areas which may be significantly impacted.

Discussion of dispersion model use and assumptions.

Dispersion model input.

Dispersion model output.

Discussion of ambient impacts for each pollutant.

Discussion of how excessive impacts will be controlled or avoided for sources and pollutants with the potential for these.

COMPLIANCE CERTIFICATION PLAN

SOURCE

PAGE

YES

NO

- | | | |
|---|-------|-------|
| <input type="checkbox"/> Monitoring, recordkeeping, and reporting discussed? | _____ | _____ |
| <input type="checkbox"/> Stack testing methods thoroughly documented? | _____ | _____ |
| <input type="checkbox"/> Discussion and documentation of process control mechanisms used to meet emission limits? | _____ | _____ |
| <input type="checkbox"/> Quality assurance/quality control discussed? | _____ | _____ |
| <input type="checkbox"/> Monitoring equipment specifications and documentation included? | _____ | _____ |